2021 Rhode Island Digital SAT® School Day and Digital PSAT™ 10 Coordinator Checklist

Use this checklist to make sure you've accomplished all the tasks required to prepare for this spring's testing. You may choose to do things at different times; be aware of deadlines.

NOTE: Spring 2021 SAT with Essay policies and procedures are different than the October 2020 SAT with Essay administration.

September -January – Suggested Readiness Activities for SAT with Essay and PSAT 10

Complete	Activity
General Readiness Activities	
	Schools complete survey to identify test day staff: Due September 25.
	Ensure new SSD coordinators get access to SSD Online by submitting the request form available at www.collegeboard.org/ssd
	SSD coordinators should begin entering new College Board accommodations and review existing accommodations in SSD Online.
	Create a College Board professional account, at www.collegeboard.org if you don't have one.
	Review RI School Directory information and update, if necessary.
	Register for trainings at www.ride.ri.gov/sat.
	Submit an off-site testing plan if testing at a location other than your school. Due December 18, 2020.
Digital Testing Activities	
	Review the resources at digital testing portal with technology coordinator.

February – Technology Setup and Readiness Activities for Technology Coordinators

Complete	Activity
General Administrative Activities	
	Share the Step-by-Step Guide for Technology Coordinators to ensure your school is prepared to test.
	Check for supported operating systems
	Check for supported web browsers
	Disable automatic updates to operating systems
	Disable applications that interfere with testing
	Check batteries or power source
	Disable pop-up blockers on staff computers
	Enable JavaScript on staff computers
	Check content filters, firewalls, and proxy servers
	Confirm wireless coverage
	Allow appropriate URLs
	Install the secure browser
	Run the CAI network/bandwidth diagnostic tool
	Prepare for delivery of tests with accommodations
	Complete the technical readiness evaluation

3-6 Weeks Prior to Test Day – Suggested Readiness Activities

Complete	Activity
General Administrative Activities	
	Complete the online test coordinator training at www.collegeboard.org/ptat
	Identify your students who are testing and create a Master Student List.

Complete	Activity
	Create room rosters by assigning students to testing rooms.
	Estimate how many standard and accommodated rooms you'll need based on the number of students testing. Identify which rooms in your facility can be used for testing.
	Designate a secure area for receiving, checking, and storing your test materials (test tickets, manuals, and forms).
	Reschedule lunch for all participating students, if necessary. (You won't be able to break for lunch during testing.)
	Arrange to minimize distractions: no fire drills or other disruptive events should be scheduled for test day. Bells and announcements should be silenced while testing is in progress.
	Plan activities for students who won't be testing, such as field trips, practice testing, an alternative school schedule, etc.
	Plan for your preadministration session.
	Make a list of available staff and what role they should fill. Use the number of testing rooms and their capacity to determine testing room assignments. Include any needed support staff for accommodated testing.
	Review the posted webinars at www.ride.ri.gov/sat.
	Contact Sarah Thaler (sthaler@collegeboard.org) if you need paper materials for homeschoolers or students that need to test with paper accommodations.
Working with Students and Staff	
	Work with your SSD coordinator to review the NAR to ensure all students testing with accommodations and/or supports, including SAAs and EL 50% time and one-half support, are included.
	Distribute Student Guides to students.
Digital Testing Activities	
	Review student test settings in TIDE to ensure that approved accommodations have been properly configured.
	Create user accounts in TIDE for all test administration support staff.
	Work with your technology coordinator to confirm network and hardware configuration, including the installation of the secure browser on all student devices.

2 Weeks Prior to Test Day

Complete	Activity
General Administrative Activities	
	Plan test day schedule and accommodated testing window schedule.
	Update Master Student List and room rosters as necessary to include newly enrolled students and any additional approved accommodations or EL supports needed.
	Verify and configure student test settings in TIDE based on each student's approved accommodations.
Working with Students and Staff	
	Notify school staff of testing room assignments and alternative arrangements for non-testing students.
	Schedule and conduct staff training.
	Conduct the preadministration session.
Digital Testing Activities	
	Print test tickets for all students who are testing.

1 Week Prior to Test Day

Complete	Activity
General Administrative Activities	
	Review and print your NAR to make sure you have planned for all students approved to test with accommodations and supports.
	Revise room rosters, if needed.
	If students are using student-provided bilingual dictionaries, collect them and confirm they don't include any improper writing or pages. You will redistribute to students on test day.
	Prepare testing room packets for proctors.
	Ensure that testing room arrangements align with seating policies.
	Identify students who need English Learner supports and print necessary translated test directions, as needed.
	Call UPS at 800-PICK-UPS (742-5877) to arrange pickup of materials on test day.
Working with Students and Staff	
	Confirm that all staff have signed the Testing Staff Agreement.
	Review facility preparation with technology coordinator and custodial staff.
	Hold a brief assembly with students who are testing to prepare them for test day.
	Review assignments with staff. Ensure all proctors have reviewed scripts associated with their room types.
	Conduct the preadministration session if you haven't already.
	Notify students of when and where to report on test day. Post testing room assignments.
	Post room assignments for non-testing students, as necessary.
Digital Testing Activities	
	Print test tickets if you haven't already.
	Finalize and confirm accommodated student settings in TIDE.

On Test Day

Complete	Activity
General Administrative Activities	
	Make sure that all announcements and bells are discontinued for the duration of testing.
	Complete your testing room packets to proctors.
	Distribute testing room packets to proctors.
	Maintain security in your school and support testing staff while testing is in progress.
	Report test administration irregularities (if any).
Working with Students and Staff	
	Remind proctors to post Quiet, Please and No Electronic Devices flyers, if available.
	Remind staff to instruct students to power off electronic devices and to then collect them according to school policy.
	Remind staff to cover any instructional materials in the testing rooms before admitting students.
	Admit students to the testing area/rooms. Annotate your Master Student List or have staff annotate room rosters as students check in.
	Post any revised testing room assignments and room assignments for non-testing students.
Digital Testing Activities	
	Launch the secure browser on all student devices.
	Make sure all test-taking devices and proctor devices are configured for testing and connected to a power source.

After Testing is Complete

Complete	Activity
General Administrative Activities	
	Collect materials from proctors.
	Prepare materials for return.
	Make copies of key forms and store securely.
	Identify students for makeup testing.